

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
EOB  
SERVICE AREA 4  
TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

MENTAL HEALTH SERVICES COORDINATOR II

**SA 4 Mental Health Services Act (MHSA) Housing Navigator**

The Mental Health Services Coordinator (MHSC) II will coordinate the implementation and ongoing provision of a Housing Specialist program in SA 4 that will focus on expanding the existing housing stock of permanent affordable housing and assisting homeless consumers and individuals living in other settings such as institutional settings, Adult Residential Facilities, or with family who seek to live in a less restrictive/independent living situation to access and maintain permanent housing.

**DUTIES**

- Maintains an up-to-date SA 4 housing resource directory
- Outreaches to property owners and manager to provide education regarding mental health programs
- Organizes and chairs a SA 4 Housing Consortium
- Averts possible evictions of consumers from housing by maintaining professional relationships with property owners and promptly addressing their concerns
- Educates consumers about tenant's rights and responsibilities.
- Coordinates the delivery of housing services with other Service Area based teams and case managers to avoid duplication of effort.
- Assists individuals to complete applications for rental subsidies, move-in assistance, housing programs or private rental agreements.
- Assists individuals prepare for interviews with prospective property owners or property managers.
- Accompanies and assists individuals with housing searches.
- Acts as an advocate and negotiator for individuals with poor credit and housing histories.
- Works closely with case managers to assist with housing retention.
- Ability to speak Spanish is highly desirable.

**DESIRABLE QUALIFICATIONS:**

Interested candidates who are currently holding the title of Mental Health Services Coordinator II are encouraged to email or fax a detailed resume and letter of interest as well as the last two performance evaluations and the last two years of master time records no later than 5pm on Friday, May 24, 2013 to:

**Diann Kaainoa, LCSW  
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550 South Vermont Avenue  
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